

## **Town of Reading** 16 Lowell Street Reading, MA 01867-2683

**Building Department** Phone: (781) 942-6613

Fax: (781) 942-9071

Website: www.ci.reading.ma.us

## **Checklist for Residential Building Permits**

Renovations:	00000	Building Permit Application (signed by owner and agent) Workmen's Comp. Form (signed by owner and agent) Two sets of building plans Check to the Town of Reading (\$11 per \$1000 with \$30 minimum) U-value required for replacement windows
Additions, Decks, Garages, Inground Pools:		
	0000000	Building Permit Application (signed by owner and agent) Certified Plot Plan Energy Form (for additions) Workmen's Comp. Form (signed by owner and agent) Two sets of building plans Check to the Town of Reading (\$12 per \$1000 with \$175 minimum) Fire Dept. approval of smoke alarms required if bedrooms added
Sheds and Above Ground Pools:		
		Building Permit Application (signed by owner and agent) Plot Plan (Mortgage Plot Plan okay) indicating location of shed /pool Workmen's Comp. Form (signed by owner and agent) Two sets of building plans Check to the Town of Reading:  Sheds (\$11 per \$1000 with \$30 minimum) Above-ground Pools (\$11 per \$1000 with \$85 minimum)
<b>New Home Construction:</b>		
	00000000	Building Permit Application (signed by owner and agent) Certified Plot Plan Energy Form (for additions) Workmen's Comp. Form (signed by owner and agent) Three sets of building plans Check to the Town of Reading (\$11 per \$1000 with \$30 minimum) Fire Dept. approval of smoke alarms required Professionally stamped plans may be required

NO WORK CAN START PRIOR TO A BUILDING PERMIT BEING ISSUED